



Case Specialist I - ADC

Details

Job ID : 296

Title : Case Specialist I - ADC

Job Code : 706

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Drug Court

Purpose

RESPONSIBLE FOR CASE MANAGEMENT, MONITORING AND REFERRAL OF PARTICIPANTS IN THE AREAS OF SUBSTANCE ABUSE TREATMENT, EDUCATIONAL, VOCATIONAL, AND LIFE SKILLS TRAINING, COMMUNITY RESOURCES AND TREATMENT PROGRAMS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- Knowledge of Criminal Justice system, substance abuse, or related community resources
- 4 Year College Degree in a Human Services Field; A 4 year degree with a concentration of 20 hours in a human service field will substitute (If the degree is not in a human services field, official transcripts must be provided when the application is submitted)
- Experience as follows may substitute for degree: Graduate of an adult Drug Court, at least 2 years prior to applying, with no criminal history following Drug Court graduation; Continued sobriety for a minimum of 2 years, and active participation in the recovery community (for example - being a sponsor, leading self-help groups, etc)

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

Job Duties

- MAINTAINS A PARTICIPANT CASELOAD
- CONDUCTS SITE VISITS WITH PARTICIPANTS
- PROVIDES TREATMENT SERVICES GUIDANCE TO PARTICIPANTS ON PROBLEMS, SUCH AS UNSATISFACTORY FAMILY RELATIONSHIPS OR DRUG ADDICTION
- REFERS PARTICIPANTS TO PROPER TREATMENT PROGRAM AND COORDINATES THEIR PARTICIPATION
- MAY PROVIDE CRISIS INTERVENTION SERVICES
- ASSISTS IN MONITORING COMPLIANCE WITH COURT ORDERS
- MAY ADMINISTER DRUG TESTS TO PARTICIPANTS IN THE FIELD AND OFFICE
- COMPILES RECORDS AND PREPARES REPORTS ON STATUS OF PARTICIPANT
- APPEARS IN COURT WITH PARTICIPANT BEFORE A JUDGE TO REPORT ON PARTICIPANTS' PROGRESS
- MAY PROVIDE TRAINING CONCERNING SPECIFIC TREATMENT RESOURCES
- ENTERS DATA INTO MIS
- ROTATING ON-CALL SCHEDULE
- OTHER DUTIES AS ASSIGNED